



2003

**SOUTHWEST AREA  
ENGINE OPERATORS COMMITTEE  
STANDARD OPERATING  
PROCEDURES**

***MISSION STATEMENT***

Create a professional wildland firefighting organization that promotes high standards of duty, respect, and integrity. Through communication, training, self-development, and hard work, we will become better mentors and supportive of a cohesive team unit.

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# **CREW CORE VALUES**

## **DUTY**

**We have a moral and professional obligation to perform at the highest level possible.**

## **RESPECT**

**Through mutual commitment and honesty we shall find trust in each other.**

## **INTEGRITY**

**Holding yourself responsible for your own actions, positive or negative.**

## **PREPAREDNESS**

**Being required to be readily available for any local and / or national fire assignments at a moments notice.**

# STANDARDS OF CONDUCT

## **Daily Routine**

- Report to work on time, fit for duty and dressed in appropriate attire for work.
- Physical fitness training- See Local SOP regulations.
- Morning briefing: includes the agenda / schedule for the day, weather forecast, six minutes of safety and other resource / personnel status.
- Daily vehicle inspection should be performed and recorded prior to leaving the compound.
- Communications on the radio- see Local SOP Regulations.
- **Zero tolerance for drug use, insubordination, sexual, racial, or physical harassment.**
- Supervisors will be informed of prescription or over the counter drugs that are used which may interfere with your performance.
- When working with cooperators, respect *must always* be upheld.

## STANDARDS OF CONDUCT

### **Compound Standards**

- Keep compound clean. Pick up after yourself.
- No smoking in government vehicles and buildings.
- Only qualified licensed personnel may drive government vehicles.
- Daily and weekly tool and equipment maintenance completed and documented.
- During duty hours, all government phones will be used only with permission of the supervisor. **Remember the phones are for official use only.**
- **Computers are for official use only.**
- Report and/or correct any unsafe conditions.

### **Time Sheets**

- It is advised that all employees keep track of their time worked each pay period, with the exception of fire assignments. A rough draft timesheet will be provided.
- Supervisors will approve / disapprove all annual leave requests with the appropriate advance notice.
- Supervisors will approve / disapprove sick leave requests (A doctor's statement is required for 3 or more consecutive sick leave days).

## **Government Housing**

- See Local SOP's for Regulations.

## **PROJECT WORK AND TRAINING**

### **Project Work**

- Job Hazard Analysis, Tailgate safety meetings and daily documentation will be completed and recorded.
- High standards will be implemented on project work.
- Completion of work will adhere to deadlines (except on occasion of higher priorities, in which case the project manager will be notified).
- Proper public conduct will be maintained.
- Use project work as a training opportunity.
- Know your limitations.

### **Physical Fitness Training**

- All crew personnel will be required to participate in a minimum of one hour of physical fitness training, 5 days a week, during periods of non-fire assignments.
- See Local SOP's for fitness standards.

### **On the Job Training/Documentation**

- Task books will be initiated for all employees at the appropriate level.
- All employees will have a record folder that will include the following forms: training, fires, time, property checked out (copy).
- It is the employee's responsibility to keep track of training records and needs.

# FIRE READINESS

## **Pre Incident**

- Designated radio frequencies will be monitored at all times during duty hours.
- Equipment and Apparatus is ready for initial attack (radios, tools, PPE, engines, etc.).
- 2 Hour call back on scheduled days off **(Fit For Duty)**.
- Red bags will be stored at the duty station or on apparatus.
- Red cards and drivers license will be carried at all times. **(No Driver's License, No Government Vehicle.)**

## **On Incident**

- Chain of Command will be adhered to.
- Subordinates will keep supervisor informed of their location at all times.
- Dispatch and overhead will be kept informed of fire status, weather, adjoining forces and future needs.
- Personal maintenance should include plenty of fluids, knowing your limits, personal protective equipment properly worn.
- Near misses, accidents, injuries and fatalities will be reported immediately using proper protocol.
- Debrief the incident.

## **Post Incident**

- Re-supply engines and equipment to fire readiness condition.
- Tool maintenance.
- Refuel engines, pumps, saws, etc.
- Check headlamps, radio batteries, and replace.
- Top off water in the engine tank, canteens need to be refilled.
- Hose and hose packs need replacing.
- Documentation: FTR (OF-288), Fire Reports, Task Books, CA-1's, etc. need completion and close out resource orders.

## **Incidents Away from Home Unit**

- Resource Mobilization / Demobilization, refer to chapter 20 in the Southwest area Mobilization Guide part 23.1 for regulations on driving limitations.
- In travel status, **maintain a professional appearance.**
- Remain professional in fire camp, on the line, and in the public **(No Horseplay).**
- **NO illegal drugs. ZERO Tolerance....**
- **No alcohol in fire camp or government vehicles.**
- Keep dispatch informed of status and location.
- R & R will be taken every 14 or 21 days. If R&R occurs off forest, proper conduct will be maintained.
- When feasible, a 10 minute phone call will be provided to home / residence.
- **Government Cell Phones are for official use only.**
- Adhere to work/ rest guidelines: see FSH 6709.11 Health and Safety Code Handbook section 12.31.



# SAFETY

## *Vehicles*

- Daily vehicle inspections performed and recorded.
- It is **required that one backer /spotter**, in coordination with the driver, back the vehicle in the desired location.
- Keep maintenance status current and documented for vehicles to be used.
- Any vehicle requiring a CDL must have a qualified licensed and documented CDL driver.
- Only qualified firefighters who have been through certification training, and have Supervisors approval will respond CODE 3 (Red Lights and Sirens).
- Chock blocks will be placed under the rear tire(s) when the vehicle is parked.
- Only qualified pump operators will operate the pump, with the exception of training opportunities.
- On active incidents, vehicle keys will be left in the ignition or in a pre-determined secured area with the windows rolled up and unlocked.
- Parking will be coordinated to ensure that egress and ingress is **not compromised**.
- Specialized vehicles (ATV'S) will only be used with proper training, and the supervisor's approval.
- In the event of an accident, proper forms will need to be completed and supervisor will be notified.

# SAFETY

## **Chainsaws**

- Chainsaws will be operated ***only by certified*** and documented operators/sawyers.
- Proper PPE, Chaps, eye protection, gloves, hardhat, earplugs, leather boots, pants and long sleeve shirt will be used by the sawyer and swamper at all times.
- Minimum of 2 personnel with communication required for chainsaw operations.
- Must have training in first aid/ CPR and blood borne pathogens.
- In the event of an accident, follow proper agency protocols.

## **Station**

- Utilize and wear proper PPE when sharpening tools and using power equipment.
- Parking will be coordinated to ensure that ingress / egress is not compromised.
- All stations and vehicles will be locked and secured after business hours.

# **SAFETY**

## **Incident**

- If the media or any other non-fire personnel arrive on the incident, go through the chain of command, and direct them to the Incident Commander or the Public Information Officer. Make sure they have the proper PPE and that they have an escort with them.
- Follow the Safety procedures, which include the 10 standard Fire Orders, 18 Watch Out Situations, Downhill Line Construction, LCES, hand signals, etc.

# ***Working Agreement Signature***

The Southwest Area Engine Operator’s Committee mission statement has been explained to me. I understand and will uphold and abide by the guidelines in this document.

<b><i>SIGNATURE</i></b>	<b><i>JOB TITLE</i></b>	<b><i>DATE</i></b>